

TIME AND ATTENDANCE JOB AID

TYPE HOUR CODES QUICK REFERENCE

PAY TYPE HOURS

NOTE: Expanded Definitions can be found at the back of the Job Aid.

- RD - Recess Day
- RF - Regular, First Shift (Ungraded)
- RG - Regular, (Graded)
- RH - Penalty Pay (0.5 Times)
- RJ - Penalty Pay (1.0 Times)
- RK - Penalty Pay (1.5 Times)
- RN - Regular, Firefighter Paid Not Worked
- RQ - Recess Time 9/3 Nurses - VA
- RR - Regular Time 9/3 Nurses - VA
- RS - Regular, Second Shift (Ungraded)
- RT - Regular, Third Shift (Ungraded)
- RW - Regular, Firefighter Agency Training
- RX - Regular, Emergency Time (System Generated From Local Holiday Table Only)

- OA - Additional FLSA Hours
- OB - On Call
- OC - Overtime, Callback
- OD - Sunday Overtime (T38)
- OE - Overtime, Night - Used For DOE/Used By Y* Pay Plans for Double Overtime
- OF - Double Overtime (Title 42)
- OH - Holiday Overtime (T38)
- ON - Overtime Scheduled, Not Worked – Court/Military Leave/Continuation Of Pay/Date Of Death
- OS - Overtime, Scheduled
- OU - Overtime, Unscheduled
- OV - Standby Overtime - VA
- OW - Saturday Overtime (T38)
- OX - Overtime, Unscheduled Exception

- SF - Sunday Work, First Shift (Ungraded)
- SG - Sunday Work (Graded)
- SR - Sunday Regular 9/3 Nurses – VA (Non Recess)
- SS - Sunday Work, Second Shift (Ungraded)
- ST - Sunday Work, Third Shift (Ungraded)
- SW - Saturday Pay (T38)
- SX - Saturday Regular 9/3 Nurses – VA (Non Recess)

**TYPE HOUR CODES
QUICK REFERENCE
(CONTINUED)**

HA - Holiday Saturday (T38)
HC - Holiday Work, Callback
HE - Double Holiday Work – Used For DOE
HF - Holiday Work, First Shift (Ungraded)
HG - Holiday Work (Graded)
HR - Holiday Regular 9/3 Nurses – VA (Non Recess)
HS - Holiday Work, Second Shift (Ungraded)
HT - Holiday Work, Third Shift (Ungraded)
HU - Holiday Sunday (T38)
HW - Holiday Sunday Regular 9/3 Nurses – VA (Non Recess)
HX - Holiday Saturday Regular 9/3 Nurses – VA (Non Recess)

LEAVE HOURS – PAID

LA - Annual
LB - Advanced Annual
LC - Court
LE - Holiday On Call
LF - Forced Annual
LG - Advanced Sick – Not allowed for TOF Involuntary in Panama – EMP-TYP-CD=A
LH - Holiday
LI - Military, DC Guard
LJ - Shore
LK - Home
LL - Law Enforcement
LM - Military
LN - Administrative
LO - BRAC restored leave
LP - Annual, Restored #3
LQ - Annual, Restored #2
LR - Annual, Restored #1
LS - Sick – Not allowed for TOF Involuntary in Panama – EMP-TYP-CD=A
LT - Traumatic Injury (COP) – Not allowed for Post Treaty Non-U.S. Citizens in Panama –
EMP-TYP-CD=J
LU - Date Of Traumatic Injury
LV - Excused Absence
LW - Educator, In-School Breaks
LX - Nonwork, Paid (Day Of Death Or Sabbatical)
LY - Time Off Award (Leave)
L2 - Court Leave Sunday (T38)
L3 - Military Leave Saturday (T38)
L4 - Military Leave Sunday (T38)
L5 - Court Leave Saturday (T38)
L6 - Frozen Annual Leave taken

**TYPE HOUR CODES
QUICK REFERENCE
(CONTINUED)**

LEAVE HOURS – NONPAID

- KA - LWOP
- KB - Suspension
- KC - AWOL
- KD - Office Of Worker Compensation Program (OWCP) – Not allowed for EMP-TYP-CD=J
- KE - Furlough
- KF - Nonduty, within regular schedule (this code will be removed from DCPS system shortly per DFAS headquarters. When code is removed, system will change KF codes in history to KA.
- KG - Military Furlough (called to active duty)
- KM - MISSING TIME – NONPAY – HHS

COMPENSATORY HOURS

- CC - Compensatory Time Callback Earned
- CE - Compensatory Time Earned
- CT - Compensatory Time Taken

- CA - Religious Compensatory Time Taken
- CR - Religious Compensatory Time Earned

- CD - Credit Hours Earned
- CN - Credit Hours Taken

- CH - Holiday Comptime Earned
- CS - Sunday Comptime Earned
- CW - Saturday Comptime Earned

- CB - Travel Comp Time Earned
- CF - Travel Comp Time Taken

TYPE HOUR CODES EXPANDED REFERENCE

PAY TYPE HOURS

- RD** - Recess Day. This code is used to pay teachers during the Summer Recess period if they have chosen the 12 month payment option. It will system generate while Supplemental Status is 'E'. Online entry is permitted for other eligible employees.
- RF** - Straight time pay for ungraded employees who work first shift.
- RG** - Straight time pay for graded employees regardless of scheduled hours worked.
- RH** - Penalty Pay $\frac{1}{2}$ Time – This is an additional amount paid used by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional $\frac{1}{2}$ of the straight time rate.
- RJ** - Penalty Pay 1 Time – This is an additional amount paid by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional 100% of the straight time rate.
- RK** - Penalty Pay $1\frac{1}{2}$ Time – This is an additional amount paid by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional $1\frac{1}{2}$ of the straight time rate.
RN - Firefighter Paid Not Worked. This code is used to report firefighter regular hours paid but not worked, identifying hours the firefighter did not work due to agency sanctioned training. Per Title 5, Chapter 55, employee is entitled to receive regular pay for hours during agency sanctioned training.
- RQ** - Recess Time 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to use during the 3 month recess time. If a nurse works while on recess, additional hours must be reported as RG.
- RR** - Regular Time 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to use during regular 9 month work time.
- RS** - Straight time plus 7.5% Shift pay for ungraded employees who work second shift.
- RT** - Straight time plus 10% shift pay for ungraded employees who work third shift.
- RW** - Firefighter Agency Training. This code is used to report hours for a firefighter attending agency sanctioned training.
- RX** - Regular - Emergency Time. May be input for employee when situation precludes receipt of actual T&A. May be input to local holiday table for all of a payroll office, an Activity, or an organization.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- OA - Additional FLSA Hours. This code is used when the hours are considered 'hours of work' under FLSA only. This includes time spent traveling during regular hours of work on a nonwork day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU.)
- OB - On Call - This is a premium pay for employees who are considered 'on call.' It is paid for hours outside of the regular schedule when the employee is on call and available to come back to work if needed. This is valid for all employees except those who have a Title 38 indicator equal to 'K' or 'L' and occ series of 0602 or 0680. This eliminates Title 38 doctors and dentists who have the 'ZN' entitlement in lieu of this premium pay. All other employees are eligible.
- OC - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.
- OD - Sunday Overtime – This is a code used by Title 38 employees (Title 38 indicator equal to 'K' or 'L'). It is used for Overtime that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
- OE - Overtime Night - These hours are worked by DOE only. They are overtime hours worked between 2100 and 0800 and are paid at 2 times the Basic Rate of Pay on any day. This code is also used by Y* Pay Plans for double overtime hours. It is used to pay double overtime on an employee's holiday for pay plans YA-YZ.
- OF - Double Overtime – (Title 42) – This code is used by Health and Human Services to pay double overtime to certain employees covered by Title 42.
- OH - Holiday Overtime – This is a code used by Title 38 employees (Title 38 indicator equal to 'K' or 'L'). It is used for Overtime that is worked on a Holiday.
- ON - Overtime Scheduled But Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- OS - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate. If the overtime was worked on a non workday, the shift code from the previous workday is used to compute the overtime rate.
- OU - Unscheduled overtime - Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system.
- OV - Standby Overtime – This code is for employee type code Z only. It is used for VA health care personnel who receive a Standby Pay Entitlement.
- OW - Saturday Overtime – This is a code used by Title 38 employees (Title 38 indicator equal to 'K' or L'). It is used for Overtime that is worked on a Saturday. These employees receive additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.
- OX - Unscheduled Overtime Exception. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.
- NOTE:** National Guard technicians (employee type code V) graded or ungraded are not entitled to overtime. All overtime codes will reject for these employees.
- SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday Premium is payable to this employee. Title 38 part time and Intermittent employees are eligible for SG.
- SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.
- SR - Sunday Regular 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to be used for working on Sundays while on regular non recess time. Sunday work for recess time should be reported as SG.
- SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.
- SW - Saturday Pay – This is a code used by Title 38 employees (Title 38 indicator equal to 'K' or 'L'). It is used for regular time that is worked on a Saturday. These employees receive additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.
- SX - Saturday Regular 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to be used for working on Saturdays while on regular non recess time. Saturday work for recess time should be reported as SW.
- NOTE:** Sunday Premium is not payable on any L* codes.
- HA - Holiday Saturday - This code is for Title 38 employees (T38 indicator of 'K' or 'L') for working on a holiday that is on a Saturday. It is also valid on a Friday shift that falls into a Saturday.
- HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.
- HE - Double Holiday Pay - This is for DOE employees when work is performed between 1630 and 0800.
- HG - Holiday pay for graded employees who work on the holiday.
- HF - Holiday pay for ungraded first shift employees who work on the holiday.
- HR - Holiday Regular 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to be used for working on Holidays while on regular non recess time. Holidays worked as recess time should be reported as HG.
- HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.
- HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.
- HU - Holiday Sunday - This code is for a Title 38 employee (T38 indicator of 'K' or 'L') for working on a holiday that is on a Sunday. It is also valid on a Saturday or Monday if the employees shift falls into those days from the Sunday.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

HW - Holiday Sunday Regular 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to be used for working on Holidays on Sundays while on regular non recess time. Sunday work for recess time should be reported as HU.

HX - Holiday Saturday Regular 9/3 Nurses - This code is for VA nurses on the 9 month/3 month plan to be used for working on Holidays on Saturdays while on regular non recess time. Saturday work for recess time should be reported as HA.

NOTE: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

LEAVE HOURS - PAID

LA - Annual Leave. This code can also be used to advance annual leave, if the distribution has a blanket leave authorized, a '3' is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a '2' is set in the blanket leave advance indicator. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** For employees on donated leave for 'family emergency', this code must be input and the system will convert to donated.

LB - Advanced Annual Leave. This code is used if an Activity has approved advanced annual leave coming in on the timecard. A '1' is set in the blanket leave advance indicator of the organization record.

LC - Court Leave.

LE - Holiday On Call – The new code 'LE' will be for holiday on call. This is for when an employee is away from work on the holiday (it is used as a replacement for holiday leave LH), but is on call. This is valid for all employees except those with a Title 38 indicator equal to 'K' or 'L' and occ series is 0602 or 0680. This eliminates title 38 doctors and dentists who have the 'ZN' entitlement in lieu of this premium pay. All other employees are eligible.

LF - Forced annual leave. The usage of this code is the same as for regular annual leave (code la). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.

LG - Advanced Sick/Educator Leave - Not allowed for EMP-TYP-CD=A

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- LH - Holiday Leave -Employees with AWS codes 0, 1, 2, 6, and 8 (fixed tours) will have holiday leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday (except firefighters AWS-0). If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered on the designated 'in lieu of' holiday.

For employees on compressed work schedules (AWS 6 or 8) DCPS allows agencies the ability to set federal in lieu of holidays any day the agency approves. The holiday may be set to any day in the current pay period, one pay period prior to or after the pay period in which the holiday occurs.

Firefighters are not eligible for holidays. Fire chiefs/inspectors may be entitled to holiday leave, but the system will not generate nor display the 'LH' for that day. If a Fire Chief/Inspector should be paid for a Holiday absence, code 'LH' must be entered as an exception. No fire protection personnel (Employee type code F or X) will be allowed to enter a Holiday Worked code HG or HC.

For employees with AWS codes 3, 4, 5, and 7, D, or E (non fixed tours), the holiday leave code must be entered as an exception to the normal work schedule for the total hours, not to exceed 8 hours.

The number of holiday leave or holiday worked hours for AWS code 6 and 8 cannot exceed the scheduled hours for that day.

Part time employees do not get In Lieu of Holidays.

- LI - DC Guard - military leave. For members of the national guard of the District of Columbia for all days of parade or encampment. These reported hours will be included on the P6603R01 report until certified orders and funds are received and cleared by the leave certification program.
- LJ - Shore Leave.
- LK - Home Leave.
- LL - Law Enforcement Leave - This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year.

Gross Military pay received for the period of law enforcement leave must be offset against the civilian pay entitlements.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- LM - Military Leave - An employee may use up to 15 days or equivalent hours of military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days or equivalent hours in a fiscal year. Each date this code is reported will remain on the P6603R01 report until a certified copy of the orders are received and leave is cleared by the leave certification program. It should not be input on regular days off. This leave code must be input in whole hour increments. If an employee changes temp pos code to a permanent position within the same pay period they are attempting to take LM – Military Leave, the system will invalidate the LM code. The payroll office will need to deduct those hours from the LM leave balance manually.
- LN - Administrative Leave. Paid excused leave given by management.
- LO - BRAC Restored Leave
- LP - Restored Annual leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code LQ.
- LQ - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
- LR - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
- LS - Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** * For employees on donated leave for 'self emergency' this code must be input and the system will convert to donated. Not allowed for EMP-TYP-CD=A.
- LT - Absence because of a traumatic injury covered under the provisions of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU) Post-treaty non-U.S. citizens (EMPLOYEE TYPE CODE=J) in Panama are ineligible to report this code. These employees will use 'KF' to report non-work due to injury.
- LU - Date Of Injury. Hours of nonwork due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- LV - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA. This code is to be used for employees who are on organ donor or bone marrow leave.
- LW - Educators' nonwork day during the school year. School breaks such as Christmas AND Thanksgiving when they are not working but receive prorated pay.
- LX - Periods of nonwork which are payable under Title 5 such as date of death, or sabbatical. If employee status code equals 'V' for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.
- LY - Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year - on regular employee would be 80 hrs)
- L2 - Court Leave Sunday – This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for court leave (like regular court leave) that is on a Sunday.
- L3 - Military Leave Saturday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for military leave (like regular military leave) that is on a Saturday.
- L4 - Military Leave Sunday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for military leave (like regular military leave) that is on a Sunday.
- L5 - Court Leave Saturday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for court leave (like regular court leave) that is on a Saturday.
- L6 - Frozen Annual Leave taken – This code is for VA only. This is used to allow certain VA employees the ability to use leave that has been grandfathered or 'frozen'.

LEAVE HOURS - NONPAID

- KA - Leave Without Pay. If the employee status code equals 'K' or 'L' for extended LWOP, T&A will generate this code. If generated for 'L', this code may not be overridden. If generated for 'K', this code can be overridden.
- KB - Suspension. If the employee code equals 'B' for suspension, T&A will generate this code. If generated, this may not be overridden, unless the employee has been changed to Employee Status Code 'P' or 'X'.
- KC - AWOL - This code is used for unauthorized absences.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- KD** - OWCP. Employee is in a nonpay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals 'W' for extended OWCP, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code 'P' or 'X'. Leave is accrued/prorated in accordance with the FPM. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay for within grade increases. Not allowed for post treaty non-U.S. citizens in Panama - EMP-TYP-CD=J.
- KE** - Furlough - Lack Of Work. If employee status code equals 'F' for furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code 'P' or 'X'.
- KF** - Nonduty hours during regularly scheduled work hours. This code will be removed from the system, per DFAS headquarters.
- KG** - Military Furlough. If employee status code equals 'M' for military furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code 'P' or 'X'. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay used for within grade increases.
- KM** - Missing Time – HHS – This code will be generated for HHS employees if no T&A is received by first pass. It can be overridden.

COMPENSATORY HOURS

- CA** - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
- CB** - Travel Comp Time Earned – This comp time is earned for travel done outside the employee's tour of duty when the employee is in a Travel Status.
- CC** - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.
- CD** - Credit Hours Earned. Employee must have an alternate work schedule of 1 – 5, 'D&E' and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- CE - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
- CF - Travel Comp Time Used – This comp time code will reduce any available Travel Comp time balance by the used amount.
- CH - Holiday Comp Time – This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp Time that is worked on a Holiday.
- CN - Credit Hours Used - This code will reduce any available credit hours earned balance by the used amount.
- CR - Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.
- CS - Sunday Comp Time – This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp time that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
- CT - Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.
- CW - Saturday Comp Time - This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp Time that is worked on a Saturday'. These employees receive additional pay for working on Saturday. It is also valid on Friday if the Friday time continues into Saturday.

NOTE: The brief definitions below are for full-time employees. See FPM 610 for a complete description for both full-time and part-time employees.